

PERSRU NEWSLETTER

ISSUE 2/00

APRIL THROUGH JUNE 2000

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VEAP REENROLLMENTS

Ref: (a) 38 U.S.C. 3222
(b) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Section 7-D
(c) Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Section 4-C-5

VEAP (the Post-Vietnam Era Veteran's Educational Assistance Program) is the educational program (GI Bill) for members who entered the service between 1 January 1977 and 30 June 1985. It was established by reference (a).

Many members who enrolled in VEAP during the above period later withdrew their contributions and disenrolled from the program. Such members are eligible to reactivate their VEAP account and reenroll in the program.

Under reference (b), a member may reenroll in VEAP in one of two ways:

- (1) Set up a monthly VEAP allotment. The minimum allowable allotment amount is \$25.00, and the maximum \$100.00 per month. A member can establish an allotment for any amount between \$25.00 and \$100.00 in \$5.00 increments. Once a VEAP allotment is started, it must run for 12 months except in cases of financial hardship. To start a VEAP allotment, the PERSRU needs to send an e-mail to HRSIC-MAS.
- (2) Make a lump sum payment into VEAP. The minimum lump sum payment is \$25.00, and the maximum \$2,700.00. Lump sum payments are forwarded to the address shown in reference (c).

Dale Hosman
HRSIC (MAS)



ELECTRONIC PERSRU LES

On what day of the month did you receive your PERSRU copy of May Leave and Earnings Statement? Most PERSRUs would probably answer sometime between the 5th and 10th of June.

It is June 6th, you just received the May LES's. The BAH start you did for SN Coastie processed incorrectly. You do the correction, but the cut for the 15th pay was the 5th of June. What happens, you either request a special payment or the member waits until the end of the month for the BAH. If you had the LES in your hands a day or two after end of month compute, let's say between May 23rd and

ELECTRONIC PERSRU LES (Cont.)

May 25th, you could catch the missed entitlement and submit the correction for the 15th payday since the cut isn't until the 5th of June. You just eliminated a missed pay period for this member.

What if it became possible to receive the PERSRU copy of the LES a couple days after end of month update? It is not only possible, but has been a reality for 2 PERSRUs. In April we decided to test the idea of sending the PERSRU copy of the LES to the PERSRUs after end of month update via E-mail. The major benefit in this process is the ability to print, verify, and file the LES prior to the end of month payday. No more waiting or wondering when or if the LESs are arriving in today's mail. No more logging into PMIS/JUMPS two days prior to payday when you get the phone call asking "that is going to be in my pay check, right?" You now have the ability to provide answers about payday prior to payday and reduce major overpayments and underpayments for our shipmates.

If you would like to receive your PERSRU copy of the LES via E-mail please E-mail HRSIC-MAS to sign up.

**CWO Solak
HRSIC (MAS)**

MARKS SHEETS DISTRIBUTION

The Evaluations Section at HRSIC (ADV) performs optical scanning of the CG-3788 (series) forms on a daily basis. The data from the successfully scanned CG-3788s is retained in a file to be used for production of the Marks Sheet (CG-3306). At the end of each month, the Evaluations Section staff run a batch job of all CG-3306s, which are then sent to every PERSRU (as an e-mail attachment) which had a CG-3306 produced during that month. The CG-3306s are sent to a PERSRU representative, identified by telephone calls to each PERSRU in early April 2000. The representatives were each informed of procedures for processing the incoming files, printing for PERSRU PDRs, and forwarding to outlying units via paper copy or via email. The files are currently being sent in both Work Station II and III readable formats.

HRSIC (ADV) Evaluations Section staff receive too many unnecessary e-mails and phone calls requesting CG-3306s that have previously been sent to PERSRUs. The staff that processes all CG enlisted evaluations consists of a YN2 and a YN3, and these requests for redundant information tax them heavily. Each designated CG-3306 PERSRU representative should ensure others at PERSRU know who the representative is and establish local procedures covering how to receive an updated CG-3306, if not already in place.

Please call HRSIC (ADV) at (785) 357-3400 with any questions or suggestions on the CG-3306 distribution process.

**YNC Jennings
HRSIC (ADV)**

MISSION OF THE HRSIC CUSTOMER SERVICE TEAM

Our mission is to provide technical and field liaison support for HRSIC's Military Account Support (MAS) business line. In addition, we provide technical assistance with PMIS/JUMPS to the Coast Guard's 48 PERSRUs.

PERSRUs should utilize the Customer Service Team (CST) when requiring assistance or technical support from HRSIC (MAS). Inquiries may consist of any topic; however, assistance with current PMIS exceptions should be directed to the appropriate HRSIC PMIS auditor.

PERSRUs may contact us at 785-357-3540 or e-mail HRSIC-CST in the global listing.

**YN1 Rick Bolden
HRSIC (MAS)**



TIMELY SUBMISSION OF ERROR FEEDBACK CORRECTION ACTION ON THE PMIS/JUMPS EXCEPTION REPORT

Step	Event
1	The PERSRU submits SDA II transactions, via transmittals, to HRSIC prior to polling cycle cutoff.
2	After the polling cycle cutoff, HRSIC will do an update to process the transactions in PMIS/JUMPS.
3	The update cycle will create the PMIS/JUMPS Exception Report for HRSIC PMIS Team auditors to analyze.
4	When the HRSIC PMIS auditor receives your PMIS/JUMPS Exception Report, he/she will analyze the reasons why the transaction(s) appearing on the report did not process. If it is determined that the transaction is incorrect and has to be corrected or deleted, or another transaction must be input to allow the transaction(s) to process, the PMIS auditor will then give this feedback to the PERSRU.

HRSIC PMIS auditors will provide error feedback to their respective PERSRUs prior to polling cutoff. This gives PERSRUs ample time to submit corrective action prior to the next weekly Update cycle.

HRSIC PMIS auditors will customize your feedback one of two ways, based on your PERSRUs preference:

- Email feedback (most preferred)
- Phone feedback

Since transactions unable to process may lead to a member being overpaid or underpaid, it is critical that PERSRUs promptly review error feedback received from the HRSIC PMIS auditor and take corrective action.

PERSRU correction action is required prior to the next weekly Update cycle.

**YNC Chris Gambers
HRSIC (MAS)**

SUBSEQUENT PAYMENT OF SELRES BONUSES



Did you know the second installment of a SELRES bonus is not automatically paid! To request subsequent payment of Selected Reserve Enlisted Bonus, the member must submit a letter to HRSIC (MAS) via the member's chain of command and Integrated Support Command. (If the member's unit does not fall under an ISC, the letter must go through the member's servicing PERSRU for endorsement).

It is imperative these letters are properly endorsed by the member's unit and the corresponding ISC. The Unit and the ISC are verifying whether the member has maintained eligibility, met participation standards, and is authorized the second installment of the SELRES bonus.

When HRSIC (MAS) receives letters that are not properly endorsed, they are sent back to the unit/ISC causing delay of payment to the reserve member. Refer to COMDTINST 7220.1A for criteria for subsequent payments and an example of subsequent payment request letter.

**YNC Cindy Luna
HRSIC (MAS)**

Reserve Retirement Year Establishment

Does the prospect of calculating the correct anniversary year of your reserve members have you putting it off? Well, rest easy, with the next bit of information, we can put your fears aside, and have you calculate anniversary years with ease. First there are a few rules that you must check, and if you need assistance, please don't hesitate to call. Our team will do whatever they need to help you get the members information corrected, so that all future years will compute with ease. A review of DOD Instruction 1215.7 of 15 October 1993 will help you understand the changes that were made to the credit for reserve retirement.

Anniversary years for reserve members who enter any reserve component on or before 14 October 1993, should be the day they entered the reserves, as long as they have no break in service. This could mean that a reserve member joined the USCGR on 14 April 1997, he previously served with the USNR from 14 April 1993, through 13 August 1997, then came right to the USCGR with no break in service. His/her anniversary year should be 14 April.

Anniversary years for reserve members who enter the reserves after 14 October 1993 will have an anniversary year of the day they entered any service component, regardless of the fact that it was delayed entry, active, or reserve service, as long as there is no break in service. Lets say YN2 Ortiz joined the delayed entry CG on 2 January 1993, then started active service in the CG 10 July 1993, served 5 years, then was RELAD and transferred to the reserves on 9 July 1998. His anniversary year should be 2 January. Even though the service from 2 January 1993-9 July 1993 does not count for pay or active duty purposes, it does constitute the beginning of his anniversary years for retirement purposes.

Anniversary years for members who have a "break in service" are calculated differently depending upon the situations. If a member has prior USNR service for 7 years, and is discharged, then enters the USCGR on 2 August 1993, his/her anniversary year will be 2 August. If a member has prior service in the Ohio National Guard for 6 years, then is transferred to the "Inactive National Guard", his anniversary year will then stop, and he will earn no points. (This also applies to USCGR personnel who are transferred to the ISL.) If he returns to a drilling status, or transfers to another branch of service to drill, his anniversary year will be established as of the date he enters the active status.

These periods would constitute a break in service for anniversary year adjustment:

- Transfer to an inactive status list
- Transfer to Inactive National Guard
- Transfer to temporary disability list
- Transfer to Reserve Retired list
- Was discharged to civilian life with a break of 24 hours or more.

If you have a member with an uneven amount of satisfactory retirement years, due to the fact that they may have prior active duty, (for example; four years six months and 22 days,) you can review ALDIST 189/99 for help in calculating partial years for retirement eligibility. This must be coordinated with HRSIC (RAS) at least 90 days in advance of the twenty year point, as to ensure the member completes all of the requirements.

Karen Stadler
HRSIC (SES)

PJ2, THE PAR & PMIS/JUMPS TRAINING

PMIS/JUMPS2, We've all heard of PJ2 and have awaited its implementation. It has arrived. The first phase of the new system begins with how we will submit our Dream Sheets for the SPEAR 2001 cycle. With every advance we make in technology, there comes a learning curve. There also comes the need to realign or transfer our resources.

In MAS, we will do our best to assist the field with any and all problems or questions you may have with the new system. Our Customer Service Team will be responsible for answering all initial trouble calls, recording problems, managing AIS forms for users, and adding or changing system users.

In order to provide you with the customer service you deserve, we must allocate resources from elsewhere. The Performance and Training Team (PT) has been merged with the Customer Service Team (CST) to provide you with this support. The new CST will no longer be able to provide external PMIS/JUMPS training for our PERSRUs and on August 15th, 2000 the last PAR will be completed and sent to the PERSRUs.

When the dust settles from this new process, MAS will again review resources and possibly reinstate our external training and deliver a new and improved performance indicator for the PERSRUs.

CWO Lane Solak
HRSIC (MAS)

RETURNED SALARY AND ALLOTMENT PAYMENTS

When a salary payment is returned to HRSIC, E-mail will be sent to the PERSRU notifying them of the return and the reason, and the member's account will be credited the money. A special payment may be requested if the PERSRU can provide HRSIC with the correct account and routing information. The PERSRU needs to input a new POE with the correct account/routing number information. If no new information has been input or sent to HRSIC by the next payday, HRSIC will hold the member's pay until corrected account/bank information is provided. Please counsel members on keeping old accounts open until new accounts have received first deposits.

One of the most common causes of a returned allotment is a bad account. All allotments must go to a checking or savings account and not a loan account number. Please have all members verify with their banks prior to submitting an allotment start transaction.

The next most common problem with returned allotments is stop dates. An example: if you want to do a stop for May 31, then it can be submitted up until June 20. Allotments can always be stopped for the previous month as long as done before the current month's final update, which is usually between the 20th-23rd of each month. (Allotment starts have to be submitted prior to current mid-month compute in order to process in time to start for the same month.)

If an allotment is returned, HRSIC will credit the member's account, send an E-mail to the servicing PERSRU, and do a special payment to the member's salary account for any return of \$500.00 or more. If the account is returned due to a closed account, HRSIC will automatically stop the allotment.

Most of the rest of allotment returns are due to invalid account numbers or because no account can be located. When this happens, HRSIC will notify the PERSRU and give them until the final update to correct the error. If not corrected, HRSIC will stop the allotment. This is done to prevent financial hardships put on members. When we receive a return, it can take anywhere from 3 to 10 days to receive verification on the return, and without it we can not credit the member. This can cause members to have financial problems with their creditors and cause unwanted stress.

For questions about returned allotments or salary payments, call YN3 Elise Canfield at (757) 357-3495. If not available, call Steve Maupin at (785) 357-3505.

**YN3 Elise Canfield
HRSIC (MAS)**

LEAVE CARRY OVER – CONDITIONS OF ENTITLEMENT

The conditions under which leave in excess of 60 days may be carried forward into a new fiscal year, each October, are set down in the CG Personnel Manual, COMDTINST M1000.6A, Article 7. A.15. In brief, members are entitled to leave carry over if they meet any of the following conditions:

OCTOBER

- Personnel who serve on active duty for at least 120 days in an area where they are entitled to imminent danger pay;
- Personnel serving aboard a ship or aircraft that deploys and operates away from home base or homeport for more than 60 consecutive days;
- Personnel serving on other prescribed duty for a continuous period of 60 days or more.

The first two conditions are fairly cut and dry but the third does not appear to be, which causes confusion and some hard feelings each year when requests for leave carry over under this section end up being denied. So, just what is this "other prescribed duty" that can be considered?

Under the law, and as stated in the Personnel Manual, a member must have been prevented from taking leave by "unscheduled operational commitment, national emergency or crisis, or operations in defense of national security". As defined by the law, this does not include such things as having leave cancelled because of a shortage of qualified watch standers, emergency sorties to avoid hurricanes, and "normal" unexpected operations such as SAR responses to natural disasters. It can include the TAD attendant transferring a decommissioned vessel to a foreign government; however, it must be borne in mind that the duty still must have been for a continuous period of 60 days or more.

Because each of these leave carry over requests are unique, and because of the constraints set down by the enabling legislation, all such requests are forwarded to Commandant (G-WPM-1). HRSIC (MAS) does not make any determinations as to whether or not the duty meets the legal requirements of this section.

**Bob Dyche
HRSIC (MAS)**

RESERVE TRAINING PAY CATEGORY (TRA/PAY CAT)

Ref: (a) Reserve Policy Manual, COMDTINST M1001.28, Pages 1-D-3 thru 1-D-6
 (b) SDA-II User Manual, HRSICINST M5231.2

The Training Pay Category (TRA/PAY CAT) is a single character alpha designation of a reservist's training requirements and pay entitlements. Changes may occur to TRA/PAY CATs since they are a description of a reservist's status. Because of the importance of TRA/PAY CATs to the administration of the Reserve program, it is essential that PERSRUs keep the TRA/PAY CAT up-to-date.

Reference (a) provides a definition of the various TRA/PAY CATs. The most common TRA/PAY CATs are A, H, and I. The table below describes these three TRA/PAY CATs, and provides a procedural cross-reference of how a PERSRU sets the TRA/PAY CAT in SDA-II via the R910 transaction.

TRA/ PAY	COMPRISED OF	EVENT REQUIRING SUBMISSION OF AN R910 TRANSACTION	REFER TO REF B,
A	Most SELRES members who are in a pay status	<ul style="list-style-type: none"> Enlistment under RX, RM, RJ, RN or RQ program and member immediately assigned to drilling unit on date of enlistment (no reporting Endorsement on Orders submitted) Reporting endorsement on orders submitted in conjunction with: <ul style="list-style-type: none"> (a) PCS transfer (b) Appointment/Enlistment (c) Transfer from IRR to SELRES status RELAD from IADT status <p>NOTE: R910 transaction is not required in conjunction with RELAD from USCG</p>	2-B-17 7-C-6 4-B-7 7-A-19 7-B-24 7-C-6 2-B-17 8-B-2
H	Reservists with no requirement to drill	<ul style="list-style-type: none"> Reporting endorsement on orders submitted in conjunction with transfer to IRR (OPFAC 87400) Enlisted member or warrant officer completes 30 years of service for pay purposes (see section 1.D.8 of reference (a)) 	4-B-7 2-B-17
I	Reservists in the Standby Reserve	Transfer to OPFAC 87500 for reasons prescribed in section 1.D.7 of reference (a)	4-B-7

YNCM Carlos Najera
 (ISC New Orleans) &
 YN1 Ron Taylor
 (CGPC-rpm)

Articles for the ALPERSRU Newsletter may be mailed, faxed or e-mailed to:

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444 SE Quincy St.
Topeka, KS 66683**

Fax: 785-295-2579

Email: Drose@HRSIC.USCG.MIL

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COMMANDING OFFICER: Commander G. E. Sena

Mission Statement

We are committed to: 1. Providing caring personnel compensation and services for all Coast Guard members, retirees, and annuitants. 2. Maintaining human resource information for Coast Guard decision-makers so we can best manage the Coast Guard's most important asset, our people.



*We're on the web at:
www.uscg.mil/hq/hrsic*

ONLINE FORMS



Many blank forms including the retirement forms (CG HRSIC-4700 and CG HRSIC 4700/R) are now available for online completion at two CG Sites.

At the HRSIC web site, all the forms currently shown in Enclosure (1) to the PPPM are now available in MS Word format and can be completed on line and printed immediately or downloaded for later completion. These MS Word format forms may also be attached to e-mails.

At the Headquarters web site, forms are available in JetForms Filler format. They can also be downloaded or filled in while on line. When a form is selected from this site it will automatically launch the JetForms Filler program which is available on all Workstation III systems. The HQ site contains many of CG, DD, SF and other forms.

Visit these two excellent sites at:

<http://www.uscg.mil/HQ/HRSIC/MSWordForms.htm>
<http://www.uscg.mil/hq/g-s/g-si/g-sii/forms/formindx.htm>

**Doug Rose
HRSIC (PRC)**